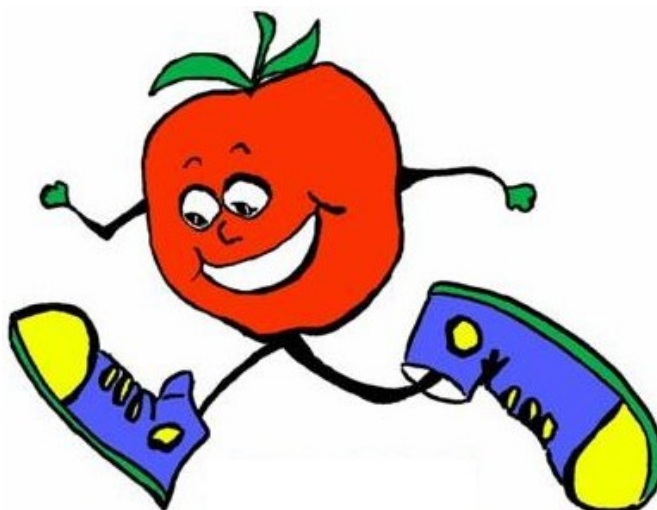


# AFTERSCHOOL SNACK PROGRAM

\*\*\*\*\*

## INFORMATION – PROCEDURES – FORMS

Office of Public Instruction  
School Nutrition Programs



Distributed by:



**Linda McCulloch, Superintendent**

Montana Office of Public Instruction  
PO Box 202501

Helena, Montana 59620-2501

(406) 444-3095

1-888-231-9393

Fax: (406) 444-2893

[www.opi.mt.gov](http://www.opi.mt.gov)

# AFTERSCHOOL SNACK PROGRAM

\*\*\*\*\*

## INFORMATION – PROCEDURES - FORMS

### Eligible Programs:

The Afterschool Snack Program under the National School Lunch Program (NSLP) provides reimbursement to schools and to residential child care institutions (RCCI s) for snacks they serve to children who are participating in after school programs operated or sponsored by those schools or RCCI s.

The reimbursement is provided in one of two different ways. Snacks are reimbursed either all in the free category or according to each student's eligibility category (free, reduced-price or paid), depending on where the school, RCCI or other site operating the program is located.

To be eligible to qualify for reimbursement under the NSLP, after school programs must meet the following criteria.

1. The program must be operated or sponsored by a school or a RCCI that operates the National School Lunch Program.
2. A roster or sign in sheet must be maintained to document that students are present.
3. The program must include education or enrichment activities in organized, structured and supervised environments. Extracurricular activities such as school choir, debate team, drama society, etc. may qualify to participate under this provision only if their basic purpose is to provide after school care.

Under no circumstances can organized athletic programs engaged in interscholastic sports be approved as after school programs under this provision. While athletic teams participating in interscholastic sports programs may not be approved, programs, which include supervised athletic activity along with an education or enrichment component, may participate. The program must be open to all students, and does not limit membership for reasons other than space or security considerations.

The after school program must be operated or sponsored by the school or RCCI , although the school or RCCI does not have to use their personnel or regular facilities. The school or RCCI must retain final administrative and management responsibility for the program, including the program site. The school or RCCI must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements. The school or RCCI may, if it wishes, arrange with another organization to perform the day-to-day operations. For example, the PTA could operate the program under an arrangement with the school or RCCI .

## Eligible Sites:

Area Eligible School: Snacks must be served free and all snacks will be reimbursed at the free reimbursement rate as part of the after school program in the following situations.

1. Snacks are served in a school or RCCI with 50 percent or more of its students eligible for free or reduced-price lunches; or
2. Snacks are served in a school or RCCI that does not have 50 percent or more of its students eligible for free or reduced-price lunches itself, that is located within the boundaries of the attendance area of a school that does have 50 percent or more of its students who are eligible for free or reduced-price lunches; or
3. Snacks are served in an after school program operated by a school or RCCI at a site that is off-campus. That off-campus site is located within the boundaries of the attendance area of a school that has 50 percent, or more, of its students who are eligible for free or reduced-price lunches.

A school, RCCI or other site qualifying for all-free reimbursement on the basis of either item 2 or 3 above is a site that can be located on a map of a school district's attendance area boundaries, within the attendance area shown for at least one school that meets the 50 percent-or-more eligibility criterion.

Non-area Eligible School: Any other site of an after school program, whether at a school, RCCI, or an off-campus site that does not meet any of the above requirements, must claim reimbursement for snacks that are served according to the appropriate eligibility category of each student served.

Non-area eligible sites have the option of implementing either a Pricing Program or a Non-Pricing Program.

Pricing Program: Students are charged a fee for the snack based on their eligibility status: students eligible for free snacks receive their snack at no charge, students eligible for reduced-price snacks may be charged no more than 15 cents as stipulated in program regulations. Snacks must be priced as a unit.

Non-Pricing Program: All students receive a snack at no charge, and the snacks are claimed in their respective categories: free, reduced-price and paid.

## Reimbursement:

Schools may claim reimbursement for one snack per student per day. Students are eligible to participate through age 18. If the student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that student during the remainder of the school year. Reimbursement may be claimed for individuals, regardless of age, who are determined to have a mental or physical disability.

### Times of Operation:

The Afterschool Snack Program only applies to programs that provide care for students after the school day. Under no circumstances may snacks be reimbursed in programs operated before or during the school day. Schools are not eligible to receive reimbursement for snacks served on the weekends or holidays, including vacation periods.

A student's eligibility is based on when their scheduled school day ends, not whether the school continues to be in session. For example, if a kindergarten program ends at noon, but the students remain in school under a care program, snacks served to these students may be reimbursed under this provision. The same is true of older students enrolled in schools that have split sessions. If students remain on campus to participate in an after school program, they may receive reimbursable snacks even though the school continues to operate a later academic session.

### Meal Pattern Requirements:

Snacks served under this provision must meet established standards. Portions for students age 13 through 18 shall not be less than the portions stipulated for students age 6 through 12. It is recommended that larger portions be offered to older students based on their greater food energy requirements. *See the attached Afterschool Snack Program Meal Pattern Requirements.*

### Requirements for Implementation:

In order to start a snack program, schools must:

- \_\_\_\_\_ Update the School Nutrition Programs Agreement on the web site:  
<http://data.opi.mt.gov/CNP/Program.asp>
- \_\_\_\_\_ Complete a description of the After School Program (1 copy for each site) on the web site: <http://data.opi.mt.gov/CNP/Program.asp>

### Recordkeeping:

The School Food Authority must maintain the following records for three years plus the current school year.

- \_\_\_\_\_ If all meals are claimed as free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified to be eligible for free or reduced-price meals.
- \_\_\_\_\_ For all other sites, documentation of free and reduced-price eligibility for each student for whom free and reduced-price snacks are claimed.
- \_\_\_\_\_ Daily count of snacks (total for sites qualifying for free reimbursement for all students, snack counts by type for all other sites).

\_\_\_\_\_ Documentation of individual student attendance on a daily basis. *See the attached Afterschool Snack Program Sign In Sheet and Daily Record Form.*

\_\_\_\_\_ Documentation of compliance with meal pattern requirements in the food service manager's daily production records.

#### **Program Review:**

The School Food Authority must review each Afterschool Snack Program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year. The reviews will be maintained on file at the School Food Authority. *See the attached Afterschool Snack Program Review.*

\_\_\_\_\_ First Review completed on (date) \_\_\_\_\_

\_\_\_\_\_ Second Review completed on (date) \_\_\_\_\_

Operation of the Afterschool Snack Program is subject to review as part of the State Agency review of the National School Lunch Program.

#### **Civil Rights:**

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

#### **Additional Information:**

Contact the Office of Public Instruction, School Nutrition Programs at (406) 444-2501 if you have questions about the Afterschool Snack Program.

